

TOPIC 9: LEAVE LIQUIDATION

The purpose of this topic is to present the steps necessary for employees to liquidate or pay off leave in the SAM II HR/Payroll System. You will complete the necessary windows to enter leave payoff requests.

At this end of this topic, you will be able to:

- Describe the steps required to liquidate an employee's leave
- Process liquidation of annual leave
- Process liquidation of compensatory leave



NOTES



LEAVE LIQUIDATION

There are two types of leave that can be liquidated: Annual Leave and Compensatory Leave. Annual leave and compensatory leave are eligible to be paid off under the specific circumstances as defined below.

There are two ways that Annual Leave can be liquidated:

1. The first way that Annual (Vacation) Leave can be liquidated is at termination. The terminating employee will receive the pay for the liquidated Annual Leave separate from their regular pay (after the next pay cycle) combined with any other termination payoffs/benefits/obligations.
2. The second way that Annual (Vacation) Leave can be liquidated is by transferring between agencies. A transfer between state agencies is really a Quit - Hire operation as far as benefits are concerned. There may be some coordination of benefits at the discretion of the agencies. Therefore, when a State of Missouri employee transfers between state agencies, the liquidation of Annual Leave is subject to agency specific policies. Some "receiving" agencies will not accept any Annual Leave brought over from the "sending" agency. Some agencies may accept half while others may accept all of the Annual Leave. An employee might liquidate part of their Annual Leave balance when terminating from one agency and transfer the remaining balance to the agency they will begin employment with, immediately following the termination of employment with the first agency. This pay would be received in the following pay cycle.



NOTES



COMPENSATORY TIME LIQUIDATION

There are four ways that Compensatory Time can be liquidated:

1. The system will not allow Federal Compensatory Time to be banked in excess of 240/480 hours. The overage will be paid automatically to the employee in the employee's next regular paycheck.
2. The second way that Compensatory Time can be liquidated is when the employee terminates with the State. This will be handled according to agency-specific policies. The payout would be received after the next pay cycle.
3. The third way that a Compensatory Time balance can be liquidated is through employee request. The employee can request that part or all of his/her compensatory time balance be paid to them. If the agency is willing and in a funding position to do so, the employee could receive his/her request. Upon approval, the employee would receive the payout after the next regular pay cycle.
4. The fourth way that a Compensatory Time balance can be liquidated is when an agency decides to pay down compensation time balance.



NOTES



LEAVE LIQUIDATION SETUP

When an employee is to be paid for an accrued leave balance, the employee will be paid for that unused leave in addition to their base pay. This involves utilizing event types that are used only for leave liquidations or leave payoffs.

The Leave Event Type codes used to liquidate or payoff leave is defined on the Event (EVNT) window to generate pay for that employee. This is separate from the amount that is used on a current period timesheet or prior period timesheet for any regular pay the employee is receiving.

On the Event window (EVNT), the leave liquidation and pay out codes are set up as a leave event that triggers a pay event. The only difference is in the Pay Event and Sign/Override-2 for exception paid employees. Normally, the second pay event field for Exception Pay indicates the type of pay that will be backed out to offset the leave pay. Since this pay is in addition to their regular pay, no pay is being backed out. Therefore, this field is left blank on the leave payout event.

The following describe the leave codes used to pay off unused accrued leave. These codes will be used only for employees who are leaving state service. These codes will tell the system **not** to take these payoffs into account when calculating retirement benefits and pension amounts.

- **ALPO** would be used to pay off Annual Leave at Termination.
- **FCPO** would be used to pay off Federal Compensatory Time.
- **HCPO** would be used to pay off Holiday Compensatory Time.
- **SCPO** would be used to pay off State Compensatory Time.
- The following describe the leave codes used to liquidate accrued leave during an employees continuation of service such as transferring between agencies or paying down comp-time balances. These codes will tell the system **to account for** these payoffs when calculating retirement benefits and pension amounts.
- **ALPOP** would be used to pay off Annual Leave.
- **FCPOP** would be used to pay off Federal Compensatory Time.
- **HCPOP** would be used to pay off Holiday Compensatory Time.
- **SCPOP** would be used to pay off State Compensatory Time.



EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)

Employee Leave Balance Inquiry

Name

Employee ID

- -

Appointment ID

Category

Date

/

	Category	Description	Balance	Amount Basis	Balance Type	Leave End h
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



NOTES



VERIFYING LEAVE BALANCES THROUGH QLBL

To pay off Annual Leave for an individual, the timekeeper must wait until payroll has run before examining the leave balances. The leave balance accruals are only available after all the other pay cycle processes have been run. This means that an Annual Leave payoff will be received by the individual in a separate paycheck that is generated after the employee's last regular paycheck. Therefore, the timekeeper needs to check the individual's leave after the employee has been paid for the final time.

Leave balances can be examined on the Employee Leave Balance Inquiry (QLBL). This inquiry table will be discussed in detail in the last topic.



EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)

Employee Leave Balance Inquiry

Name:

Employee ID: Appointment ID: Category: Date:

	Category	Description	Balance	Amount Basis	Balance Type	Leave Year End Month
1	ANNUL	ANNUAL LEAVE	87.00	HOURS	ID	
2	FCOMP	FEDERAL COMPENSATORY TIME	0.01	HOURS	ID	
3	HCOMP	HOLIDAY COMPENSATORY TIME	28.00	HOURS	ID	
4	LWOP	LEAVE WITHOUT PAY	-48.00	HOURS	YD	12
5	SCOMP	STATE COMPENSATORY TIME	0.00	HOURS	ID	
6	SICK	SICK LEAVE	242.00	HOURS	ID	
7						
8						
9						
10						
11						
12						
13						

END OF INQUIRY

Messages 5:01 PM 05/10/00



NOTES



SCENARIO

An employee had accrued annual leave and compensatory time from working at your agency. The employee is transferring to another agency and asking your agency to pay off all of the annual leave. This employee also wants to get all of his compensatory time leave paid off.

First of all, you will need to verify this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window.

Step 1 To open the QLBL from the SAM II Desktop Navigator window, click on the Go To button. Type QLBL in the **CODE**. Click on the Open button.

Step 2 Populate the following fields on the QLBL.

EMPLOYEE ID – SEE STUDENT CARD.

LEAVE CATEGORY – LEAVE BLANK.

DATE – SEE STUDENT CARD.

You can narrow your search by entering the Leave Category.

Step 3 Select **Display: Browse Data.**

WRITE DOWN LEAVE BALANCES!

Annual Leave (ANNUL) : _____

Federal Comp Time (FCOMP) : _____

State Comp Time (SCOMP) : _____

Holiday Comp Time (HCOMP): _____



PRIOR PERIOD TIMESHEET (PPER)

Batch / Document Entry

Document Type: View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan



NOTES



ENTERING LEAVE BALANCES ON A PPER

Let's complete a Prior Period Timesheet (PPER) for leave payoff.

Step 1 To open a PPER from the SAM II Desktop Navigator window, click on the Go To button. Type **PPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – **SEE STUDENT CARD.**

DOCUMENT ID – **SEE STUDENT CARD.**

AUTOMATIC DOCUMENT NUMBERING – **CHECK BOX.**

OK – Select **OK.**

Once you select the OK button, a PPER document will open.

Note: The Event Date that should be entered for the final leave payoff event on the PPER is the last day the employee worked for your agency.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 010 TL9W030

Name:

Employee ID: 060 - 42 - 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
08 / 31 / 00	ALPOP	250	Regular Run
08 / 31 / 00	FCPOP	24	Regular Run
08 / 31 / 00	SCPOP	40	Regular Run
08 / 31 / 00	HCPOP	16	Regular Run



NOTES



PRIOR PERIOD TIMESHEET (PPER)

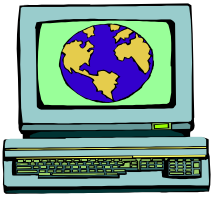
Step 4 Populate the fields on the header section of the PPER.

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the “Event View” panel of the PPER.

EVENT DATE	EVENT TYPE	AMOUNT
STUDENT CARD	ALPOP	FROM QLBL
STUDENT CARD	FCPOP	FROM QLBL
STUDENT CARD	SCPOP	FROM QLBL
STUDENT CARD	HCPOP	FROM QLBL



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 010 TL9W030

Name:

Employee ID: 060 . 42 . 0001 Appointment ID: Supp Pay Cycle: Regular Run

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
08 / 31 / 00	ALPOP	250	Regular Run <input type="button" value="v"/>
08 / 31 / 00	FCPOP	24	Regular Run <input type="button" value="v"/>
08 / 31 / 00	SCPOP	40	Regular Run <input type="button" value="v"/>
08 / 31 / 00	HCPOP	16	Regular Run <input type="button" value="v"/>



NOTES



PRIOR PERIOD TIMESHEET (PPER)

You have completed entering an employee's time and/or leave on a PPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the PPER you created.

Step 1 Select **Process: Edit**.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve**.

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.



TESTING YOUR KNOWLEDGE

- 1) What types of leave can be liquidated?
- 2) When can Annual Leave be paid off?
- 3) Which of the following codes would you put on a timesheet to pay off Federal Compensatory Time?
 - A) LWOP
 - B) 2ALPO
 - C) AL
 - D) 3AL
 - E) 2HCPO
 - F) none of these
- 4) What code would you use to pay off Annual Leave at separation? _____
- 5) What window do you use to check the leave balance of an employee?



EXERCISE

An employee had accrued annual leave from your agency over the past 15 years and a day. He/she has also accrued compensatory time. He/she is going to retire. Create and process a PPER that will pay off this employee's leave. Utilize the Employee Leave Balance Inquiry (QLBL) to get hours for payoff.

Information such as Agency, Organization, Document Prefix, Employee ID, and Dates will be given to you on your student card.



NOTES